

STATE OF WASHINGTON
OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION
OLYMPIA, WASHINGTON

REQUEST FOR PROPOSALS (RFP)

RFP NO. 2017-03

Amendment 01

*This RFP is available at the Office of Superintendent of Public Instruction website located at <http://www.k12.wa.us/RFP/> and at the Department of Enterprise Services, Washington Electronic Business Solution (WEBS) Procurement Website at <https://fortress.wa.gov/ga/webs/>. All RFP amendments or Consultant questions and OSPI answers will be posted to these sites. All interested Consultants must be registered with WEBS under the following commodity codes in order to receive notifications: **918-38**: Education and Training Consulting; **924-05**: Educational Advisory Services; **924-16**: Course Development Services, Instructional/Training*

PROJECT TITLE: Social and Emotional Learning Web-Based Training Module

PROPOSAL DUE DATE: 4:00 p.m., Pacific Standard Time (PST) on February 10, 2017

ESTIMATED CONTRACT PERIOD: March 1, 2017 – August 31, 2017. Amendments extending the period of performance, if any, shall be at the sole discretion of OSPI.

CONSULTANT ELIGIBILITY: This procurement is open to those Consultants that satisfy the minimum qualifications stated herein and that are available for work in Washington State.

SUBMIT PROPOSAL TO: Kyla Moore
Assistant Contracts Administrator
contracts@k12.wa.us

FAXED PROPOSALS WILL NOT BE ACCEPTED.

SECTION A4. OBJECTIVE AND SCOPE OF WORK shall be amended to read as follows:

The objective and scope of work is to produce content for a professional development training module for social/emotional learning (SEL) for educators, administrators, and other relevant staff who work with students and families. The content shall reflect recommendations in the October 2016 report to the legislators cited in the background section of this RFP.

The Contractor shall work with OSPI SEL Program and Web Development staff as well as a statewide SEL advisory committee to research, compile, analyze, and organize information relevant to SEL training toward the development of an online module that incorporates effective and efficient professional development strategies. ~~The developed content shall be in a format consistent with OSPI Webmaster guidelines (see attached OSPI Style Guide, attached as Exhibit E, for reference), policies, and standards that are in place.~~

The final product will be posted available on the OSPI website. The Contractor shall broadly research other current SEL-web-based trainings available (nationally and internationally) as a means to understand a variety of models and approach examples and shall make recommendations to OSPI and the advisory committee ~~based on their findings for module design that will fit within the OSPI Web framework.~~ The developed content shall be delivered in a Canvas course format to be hosted on the OSPI Canvas LMS instance. All final content should be ADA compliant and SCORM compatible. Refer to the OSPI Style Guide, attached as Exhibit E, for reference.

The module, at minimum, shall reflect the following as negotiated with OSPI:

- Consider a variety of learning styles including instructional videos, narration, self-reflective exercises, etc.
- The history of the evolving nature of Social/Emotional Learning into the academic setting including the overall relationship between social/emotional and academic learning.
- A compilation of research and related surveys conducted by the Collaborative for Academic, Social, and Emotional Learning (CASEL), Wallace Foundation, Raikes Foundation, etc.
- ~~The overall relationship between social/emotional and academic learning (SEAL).~~
- Key components of SEL.
- Cultural considerations for schools while implementing social and emotional programming.
- The comprehensive benefits and positive outcomes of SEL for staff, students, and families.
- The importance of SEL for educators and other adults working with students.
- SEL implementation in Washington state districts.
- SEL implementation nationally and internationally.
- Barriers to implementing SEL.
- Elements of SEL specific for families to practice and utilize to support their children's SEL growth, recognizing parents as first teachers.
- Engagement strategies for students and families to promote SEL competencies.
- Specific programs, frameworks, and curricula that bolster SEL development for students and adults.
- Common strategies educational staff can utilize in promoting SEL competencies in the classroom, school, home, and community.

The following features are desirable:

- The portion of the deliverable that would be specific to family learning about SEL will also be available in Spanish.
- To the extent possible, the course portion of the deliverable will be an interactive learning format.

The successful contractor is expected to work in collaboration with OSPI and the SEL Advisory Committee to determine specifics for the module. Therefore, the contractor is expected to attend the first advisory committee meeting, which will be held on March 9, 2017 (9:00 a.m. to noon), in Tacoma, WA to present their initial plan per their application and to engage in discussion. There may be subsequent meetings of the Advisory Committee before project completion that the Contractor will also be required to attend for ongoing feedback.

Senate Bill 6620 requires the project to be launched online by September 1, 2017. Therefore, final content shall be delivered to OSPI by August 1, 2017.

SECTION A5. CONSULTANT QUALIFICATIONS shall be amended to read as follows:

To ensure there is no actual or perceived violation of the State Ethics Law, current or former state officers or state employees who have had substantial participation or management in any part of this project or solicitation within the last two (2) years, are not eligible to bid on this solicitation, whether or not for compensation.

This solicitation is open to individuals that meet the following minimum criteria:

Minimum Qualifications:

- Contractor must have the ability to deliver the work in a Canvas LMS platform.
- Licensed to do business in the State of Washington. If not licensed, provide a written intent to become licensed in Washington within thirty (30) calendar days of being selected as the Apparent Successful Contractor.
- Understanding the role and importance of Social and Emotional Learning in education.
- Understanding the nature of the education system institutions and their professional development needs.
- Understanding web-based learning.
- Experience in research and creating training and curricula.
- Knowledge of effective professional development strategies.
- Experience designing creative and innovative approaches to web-based learning.

Consultants who do not meet these minimum qualifications shall be deemed to be non-responsive, will not be evaluated, and a score will not be assigned.

SECTION C3. MANAGEMENT PROPOSAL shall be amended to read as follows:

A. Project Management (SCORED)

1. **Project Team Structure/Internal Controls** – Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors. Provide an organizational chart of your firm indicating lines of authority for personnel involved in performance of this potential contract and relationships of this staff to other programs or functions of the firm. This

chart must also show lines of authority to the next senior level of management. Include who within the firm will have prime responsibility and final authority for the work.

2. **Staff Qualifications/Experience** – Identify staff, including subcontractors, who will be assigned to the potential contract, indicating the responsibilities and qualifications of such personnel, and include the amount of time each will be assigned to the project. Please note if any subcontractors are certified by the Office of Minority and Women’s Business Enterprises. Provide résumés for the named staff, which include information on the individual’s particular skills related to this project, education, experience, significant accomplishments and any other pertinent information. The Consultant must commit that staff identified in its proposal will actually perform the assigned work. Any staff substitution must have the prior approval of OSPI.

B. Experience of the Consultant (SCORED)

1. Include other relevant experience that indicates the qualifications of the Consultant, and any subcontractors, for the performance of the potential contract.
2. Include a list of contracts the Consultant has had during the last five (5) years that relate to the Consultant’s ability to perform the services needed under this RFP. List contract reference numbers, contract period of performance, contact persons, telephone numbers, and fax numbers/e-mail addresses.

C. References

List names, addresses, telephone numbers, and fax numbers/email addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided for them. By submitting a proposal in response to this RFP, the Consultant and team members grant permission to OSPI to contact these references and others, who from OSPI’s perspective, may have pertinent information. OSPI may or may not, at OSPI’s discretion, contact these references or others. Do not include current OSPI staff as references.

D. Past Performance

Provide information regarding past performance by indicating if the Consultant has received notification of contract breach in the past five (5) years. This does not lead to automatic disqualification. However, OSPI reserves the right to disqualify Consultant proposals based on the Consultant’s historical performance.

E. Example of Previous Work

Include at least one (1) example of previous work that demonstrate the consultant’s ability to meet the deliverables set forth in this RFP.

SECTION D2. EVALUATION WEIGHTING AND SCORING shall be amended to read as follows:

The following points will be assigned to the proposals for evaluation purposes:

Technical Proposal		70 points
Project Approach/Methodology	15 points (maximum)	
Quality of Work Plan	35 points (maximum)	
Project Schedule	10 points (maximum)	
Project Deliverables	10 points (maximum)	
Management Proposal		60 points
Project Team Structure/Internal Controls	15 points (maximum)	
Staff Qualifications/Experience	15 points (maximum)	
Experience of the Consultant	30 points (maximum)	
Cost Proposal		40 points
Subtotal		170 points
Oral Presentation (if determined necessary by OSPI)		30
<u>Example of work that would demonstrate the contractor's ability to meet the deliverables set forth in this RFP.</u>		
Reference Checks (determined necessary by OSPI)		
References may be contacted for the top-scoring proposer(s) only.		<i>PASS/FAIL</i>
GRAND TOTAL FOR PROPOSAL		200 points

SECTION D 3. ORAL PRESENTATIONS MAY BE REQUIRED shall be amended to read as follows:

~~OSPI, at its sole discretion, may elect to select the top scoring finalists from the written evaluation for an oral presentation and final determination of contract award. Should OSPI elect to hold oral presentations, it will contact the top scoring firm(s) to schedule a date, time and location. Commitments made by the Consultant at the oral interview, if any, will be considered binding.~~

~~The scores from the written evaluation and the oral presentation combined together will determine the Apparent Successful Contractor.~~